Information Technology Project Request

**Feasibility Study Report
Executive Approval Transmittal**

Department Name

Project Title (maximum of 75 characters)

Project Acronym	Department Priority	Agency Priority

APPROVAL SIGNATURES

I am submitting the attached Feasibility Study Report (FSR) in support of our request for the DOIT's approval to undertake this project.

I certify that the FSR was prepared in accordance with State Administrative Manual Sections 4920-4930.1 and that the proposed project is consistent with our information technology strategy as expressed in our current Agency Information Management Strategy (AIMS).

I have reviewed and agree with the information in the attached Feasibility Study Report.

Chief Information Officer	Date Signed
Printed name:	

Budget Officer	Date Signed
Printed name:	

Department Director	Date Signed
Printed name:	

Agency Secretary	Date Signed
Printed name:	

DEPARTMENT OF INFORMATION TECHNOLOGY
FEASIBILITY STUDY REPORT OUTLINE

1.0 EXECUTIVE PROJECT APPROVAL TRANSMITTAL
1.1 Department Name
1.2 Project Title
1.3 Project Acronym
1.4 Departmental Priority
1.5 Agency Priority
1.6 Approval Signatures

2.0 IT PROJECT SUMMARY PACKAGE
2.1 Section A: Executive Summary
2.2 Section B: Project Contacts
2.3 Section C: Project Relevance to State and/or Departmental Plans
2.4 Section D: Project Schedule
2.5 Section E: Budget Information
2.6 Section F: Vendor Project Budget
2.7 Section G: Risk Assessment Information
2.8 Section H: Project Profile

3.0 BUSINESS CASE
3.1 Business Program Background
3.2 Business Problem or Opportunity
3.3 Business Objectives
3.4 Business Functional Requirements

4.0 BASELINE ANALYSIS
4.1 Current Method
4.2 Technical Environment
    4.2.1 Existing Infrastructure

5.0 PROPOSED SOLUTION
5.1 Solution Description
5.2 Rationale for Selection
5.3 Other alternatives considered
    5.3.1 Describing Alternatives

6.0 PROJECT MANAGEMENT PLAN
6.1   Project Manager Qualifications
6.2   Project Management Methodology
6.3   Project Organization
6.4   Project Priorities
6.5   Project Plan
      6.5.1   Project Scope
      6.5.2   Project Assumptions
      6.5.3   Project Phasing
      6.5.4   Roles and Responsibilities
      6.5.5   Project Management Schedule
6.6   Project Monitoring
6.7   Project Quality
6.8   Change Management
6.9   Authorization Required

7.0 RISK MANAGEMENT PLAN
7.1   Risk Management Approach
7.2   Completed DOIT RAM Report
7.3   Risk Management Worksheet
      7.3.1   Assessment
      7.3.2   Risk Response
      7.3.3   Risk Tracking and Control
      7.3.4   Risk Reserves

8.0 ECONOMIC ANALYSIS WORKSHEETS (EAWs)
8.1   Existing System Cost Worksheet
8.2   Alternative System Cost Worksheet
8.3   Economic Analysis Summary Worksheet
8.4   Project Funding Plan Worksheet

DEPARTMENT OF INFORMATION TECHNOLOGY
STATE INFORMATION MANAGEMENT MANUAL
FEASIBILITY STUDY REPORT: 5.0
SUBMISSION CHECKLIST

The following checklist will be used by the DOIT FSR Review Analyst to determine if the FSR package being submitted is complete. If any of the required items are missing, the entire package will be returned to the sender for completion. The Project Manager is responsible for ensuring that the following items are included:

❑	1)	FSR Executive Approval Transmittal – All Signatures included.

❑	2)	The Information Technology Project Summary Package must include the following sections fully completed:

   ❑	Section A: Executive Summary
   ❑	Section B: Project Contacts
   ❑	Section C: Project Relevance to State and/or Dept. Plans
   ❑	Section D: Project Schedule
   ❑	Section E: Budget Information
   ❑	Section F: Total Vendor Project Budget
   ❑	Section G: Risk Assessment Information
   ❑	Section H: Project Profile

❑	3)	FSR documentation, including all necessary EAWs.

❑	4)	Risk Management Plan

❑	5)	Y2K Exemption Form (until all essential systems are Y2K compliant).